INDEX TO ARTICLES IN THE BALANCE SHEET SCHOOL YEAR 1946-1947

	Issue	Page
A Check List for Good Teaching	September, 1946	4
A Minimum Audio-Visual Program for a Business Education Department	October, 1946	66
A Term Project in Commercial Law	January, 1947	206
A True-False Test on Business Letter Writing	December, 1946	150
A Unit on Note Taking in Shorthand	December, 1946	152
A Unit Plan for Teaching the Geography of the New England States	November, 1946	111
Accomplishment, Credit in Bookkeeping Based on	December, 1946	148
Accountants Think We Should Teach, What	November, 1946	108
Accounting in College, Teaching	March, 1947	306
Accounting Instruction, The Laboratory Method of	January, 1947	196
Accounts, Use of Charts to Teach Classification of	May, 1947	388
Accrued and Deferred Items, Adjustments for	November, 1946	100
Accuracy Emphasis in Teaching Elementary Typewriting, Our Traditional	September, 1946	12
Adjustments for Accrued and Deferred Items	November, 1946	100
Adjustments That Must Be Made by Beginning Office Workers	February, 1947	256
Administrator in Relation to Business Education, Leadership Problems of the General School	January, 1947	212
Agencies, Trainjng in Federal	November, 1946	114
An Effective Placement and Follow-up Department	May, 1947	394
Atmosphere, Typing	January, 1947	200
Audio-Visual Program for a Business Education Department, A Minimum	October, 1946	66
Basic Business Education, Improving	May, 1947	392
Basic Business Training for College Preparatory Students	January, 1947	218
Behavior, Building Better Business	March, 1947	298
Bookkeeping Based on Accomplishment, Credit in	December, 1946	148
Bookkeeping, Making the Right Start in	March, 1947	296
Bookkeeping Practice Sets, Teaching and Testing	May, 1947	389
Bookkeeping Predicament: Fundamental Principles or Clerical Practice—Which? The	January, 1947	209
Building Better Business Behavior	March, 1947	298
Business Behavior, Building Better	March, 1947	298
Business Classes, Business Interests of Students in Small	September, 1946	14
Business Curriculum, The Function of Economics in a	January, 1947	208
Business Education Department, A Minimum Audio-Visual Program for a	October, 1946	66
Business Education, Improving Basic	May, 1947	392
Business Education in Hometown	October, 1946	60
Business Education, Leadership Problems of the General School Administrator in Relation to	Janaury, 1947	212
Business Education, Using Sound Motion Pictures in	February, 1947	244

	Issue	Page
Business Education Week	February, 1947	252
Business Instruction Through a Survey, Improvement of	December, 1946	149
Business Interests of Students in Small Business Classes	September, 1946	14
Business Letter Writing, A True-False Test on	December, 1946	150
Business, Seamanship Versus	November, 1946	117
Business Subjects, Timed Teaching of	October, 1946	58
Business Teacher and Economic Education, The	November, 1946	106
Business Teachers, Methods Courses for Prospective High School	September, 1946	16
Business Training for College Preparatory Students, Basic	January, 1947	218
Career, Retailing as a	November, 1946	102
Cash Discount, Teaching	February, 1947	266
Charts to Teach Classification of Accounts, Use of	May, 1947	388
Check List for Good Teaching, A	September, 1946	4
Classification of Accounts, Use of Charts to Teach	May, 1947	388
Clerical Practice Laboratory, Practical Pay-Roll Work in a	October, 1946	74
Clerical Practice—Which? The Bookkeeping Predicament: Fundamental Principles or	January, 1947	209
Collection Letter Problem, Solving a Difficult	November, 1946	122
College Orientation	January, 1947	202
College Preparatory Students, Basic Business Training for	January, 1947	218
Colleges, Teaching Accounting in	March, 1947	306
Commercial Education in Massachusetts High Schools	February, 1947	259
Commercial Training as a Means of Exploration, Co-operative Courses in	December, 1946	161
Consumer Education—Some Contemporary Issues	February, 1947	245
Co-operative Courses in Commercial Training as a Means of Exploration	December, 1946	161
Co-operative Part-Time Retail Selling Program, Evaluating a	October, 1946	52
Courses in Commercial Training as a Means of Exploration, Co-operative	December, 1946	161
Credit in Bookkeeping Based on Accomplishment	December, 1946	148
Curriculum, The Function of Economics in a Business	January, 1947	208
Dates	October, 1946	64
Diagram Method, Teaching Law Assignments by the	October, 1946	56
Discount, Teaching Cash	February, 1947	266
Economic Education, The Business Teacher and	November, 1946	106
Economics in a Business Curriculum, The Function of	January, 1947	208
Economics in Social-Business Education, The Function of	April, 1947	348
Equipment for Office Practice Laboratories, The Selection of	March, 1947	302
Evaluating a Co-operative Part-Time Retail Selling Program	October, 1946	52
Exploration, Co-operative Courses in Commercial Training as a Means of	December, 1946	161
Federal Agencies, Training in	November, 1946	114
Follow-up Department, An Effective Placement and	May, 1947	394
Function of Economics in a Business Curriculum, The	January, 1947	208
Function of Economics in Social-Business Education, The	April, 1947	348
Fundamental Principles or Clerical Practice—Which? The Bookkeeping Predicament:	January, 1947	209
General Business? Why Teach	February, 1947	250
Geography of the New England States, A Unit Plan for Teaching the	November, 1946	111
Girl, Please, Send Me a Bright	April, 1947	341
Graduates? Why Not Ask Your	September, 1946	8
Homework in Advanced Shorthand	April, 1947	346
I'm Getting Fed Up	September, 1946	17
Improvement of Business Instruction Through a Survey	December, 1946	149
Improving Basic Business Education	May, 1947	392

	Issue	Page
Keep Them Typing	April, 1947	342
Laboratories, The Selection of Equipment for Office Practice	March, 1947	302
Laboratory Method of Accounting Instruction, The	January, 1947	196
Laboratory, Practical Pay-Roll Work in a Clerical Practice	October, 1946	74
Law Assignments by the Diagram Method, Teaching	October, 1946	56
Law, A Term Project in Commercial	January, 1947	206
Law, The Need and Value of the Study of Commercial	March, 1947	292
Leadership Problems of the General School Administrator in Relation to Business Education	January, 1947	212
Letter Writing, A True-False Test on Business	December, 1946	150
Let's Give Typewriting Students a Chance	March, 1947	293
Making Salesmanship Live	September, 1946	10
Making the Right Start in Bookkeeping	March, 1947	296
Massachusetts High Schools, Commercial Education in	February, 1947	259
Meeting Challenging Situations	January, 1947	204
Merchandising, Opportunities in	January, 1947	198
Methods Courses for Prospective High School Business Teachers	September, 1946	16
Monotony Should Be an Unknown Quantity in Any Typing Class	November, 1946	118
Motion Pictures in Business Education, Using Sound	February, 1947	244
Need and Value of the Study of Commercial Law, The	March, 1947	292
New England States, A Unit for Teaching the Geography of the	November, 1946	111
Note Taking in Shorthand, A Unit on	December, 1946	152
Office, Orientation for the	April, 1947	344
Office Practice Class at Rocky Grove High School	November, 1946	105
Office Practice Class, Organizing an	April, 1947	351
Office Practice Laboratories, The Selection of Equipment for	March, 1947	302
Office Training	January, 1947	197
Office Workers, Adjustments That Must Be Made by Beginning	February, 1947	256
Opportunities in Merchandising	January, 1947	198
Organizing an Office Practice Class	April, 1947	351
Orientation, College	January, 1947	202
Orientation for the Office	April, 1947	344
Our Traditional Accuracy Emphasis in Teaching Elementary Typewriting	September, 1946	12
Pay-Roll Work in a Clerical Practice Laboratory, Practical	October, 1946	74
Personality Can Be Taught	May, 1947	398
Personality Preferred	December, 1946	156
Placement and Follow-up Department, An Effective	May, 1947	394
Practical Pay-Roll Work in a Clerical Practice Laboratory	October, 1946	74
Practice Sets, Teaching and Testing Bookkeeping	May, 1947	389
Projects in a Salesmanship Class, The Value of	November, 1946	124
Retailing as a Career	November, 1946	102
Retail Selling Program, Evaluating a Co-operative Part-Time	October, 1946	52
Salesmanship Class, The Value of Projects in a	November, 1946	124
Salesmanship Live, Making	September, 1946	10
Salesmanship? Why Study	February, 1947	248
Seamanship Versus Business	November, 1946	117
Secretary for the Summer, Teacher Turns	April, 1947	340
Selection of Equipment for Office Practice Laboratories, The	March, 1947	302
Selling Program, Evaluating a Co-operative Part-Time Retail	October, 1946	52
Send Me a Bright Girl, Please	April, 1947	341
Shorthand, A Unit on Note Taking in	December, 1946	152

	Issue	Page
Shorthand, Homework in Advanced	April, 1947	346
Situations, Meeting Challenging	January, 1947	204
Social-Business Education, The Function of Economics in	April, 1947	348
Solving a Difficult Collection Letter Problem	November, 1946	122
Survey, Improvement of Business Instruction Through a	December, 1946	149
Teacher Click? What Makes a	March, 1947	300
Teacher Turns Secretary for the Summer	April, 1947	340
Teaching Accounting in Colleges	March, 1947	306
Teaching, A Check List for Good	September, 1946	4
Teaching and Testing Bookkeeping Practice Sets	May, 1947	389
Teaching Cash Discount	February, 1947	266
Teaching Law Assignments by the Diagram Method	October, 1946	56
Teaching of Business Subjects, Timed	October, 1946	58
Teach, What Accountants Think We Should	November, 1946	108
Term Project in Commercial Law, A	January, 1947	206
Testing Bookkeeping Practice Sets, Teaching and	May, 1947	389
Test on Business Letter Writing, A True-False	December, 1946	150
Timed Teaching of Business Subjects	October, 1946	58
Training in Federal Agencies	November, 1946	114
Training, Office	January, 1947	197
Typewriting, Our Traditional Accuracy Emphasis in Teaching Elementary	September, 1946	12
Typewriting Students a Chance, Let's Give	March, 1947	293
Typing Atmosphere	January, 1947	200
Typing Class, Monotony Should Be an Unknown Quantity in Any	November, 1946	118
Typing, Keep Them	April, 1947	342
Unit Plan for Teaching the Geography of the New England States, A	November, 1946	111
Use of Charts to Teach Classification of Accounts	May, 1947	388
Using Sound Motion Pictures in Business Education	February, 1947	244
Value of Projects in a Salesmanship Class, The	November, 1946	124
War-Training Program, What We Have Learned From a	September, 1946	6
What Accountants Think We Should Teach	November, 1946	108
What Makes a Teacher Click?	March, 1947	300
What We Have Learned From a War-Training Program	September, 1946	6
Why Not Ask Your Graduates?	September, 1946	8
Why Study Salesmanship?	February, 1947	248
Why Teach General Business?	February, 1947	250

Published by

SOUTH-WESTERN PUBLISHING COMPANY

201 West Fourth Street

Cincinnati 2, Ohio

AGE
346
204
348
122
149

300
340
306
4
389
266
56
58
108
206
389
50
58
14
97
12
93
00
18
42

11
88
44

24

6
08
00
6
8
48
50